

State of Colorado



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DATE: June 2, 2003

TO: Executive Directors
Presidents of Colleges and Universities
HR Administrators

FROM: Jeffrey C. Schutt
Director, Division of Human Resources

SUBJECT: Fiscal Year 2003-2004 Compensation Plan

The official compensation plan for FY 2003-2004, to be effective July 1, 2003, has been published. Per C.R.S. 24-50-104 (4)(d)(II) as changed by the legislature in HB03-1316 and SB03-273, this compensation plan does not include recommended salary survey adjustments and no employees in the state personnel system shall receive survey adjustments. The range maximum values have been updated to reflect actual market maximum rates established through the 2002 survey process; however, there is no fiscal impact from this change.

The compensation plan is available in both class code and class title order. It is published on the web site at <http://www.state.co.us/dhr/comp/compplan.htm>. The Division of Human Resources does not print hard copies of the compensation plan. Agencies need to print out any desired hard copy of the plans from the web.

SHIFT DIFFERENTIAL AND ON-CALL RATES

The compensation plan includes the official designation of the premium status (shift differential, on-call eligibility) for each state class as required by Director's Administrative Procedures (P-3-43 & P-3-45). This information is coded under PAY DIFF (Pay Differential) and is interpreted as follows:

- 0 No Pay Differential**
- 1 Shift Differential Eligible Only**
- 2 On-call Eligible Only**
- 3 Shift Differential and On-call Eligible**

Agencies are required to pay shift and/or on-call premium pay to employees in the classes that are designated as premium eligible. Department directors may approve shift differential and on-call eligibility for individual positions in classes not published as eligible for premium pay. The following premium pay rates for shift differential and on-call remain in effect for July 1, 2003.

	Shift	Week Day	Weekend/Holiday
Non-Health Care Services Classes (class codes not beginning with "C")	1 st	N/A	N/A
	2 nd	7.5%	7.5%
	3 rd	10%	10%
Health Care Services Classes (class codes beginning with "C")	1 st	N/A	7.5%
	2 nd	7.5%	14%
	3 rd	14%	20%

ON-CALL	ON-CALL RATE
General Employees	\$2.00 per hour
Physician Assistant Only (In Primary Medical Care Provider class)	\$614.81 per week

OVERTIME HOURLY RATE AND MINIMUM WAGE

The hourly rate for overtime compensation must be calculated on a case-by-case basis. The overtime hourly rate is one and one-half times the calculated hourly rate (including shift differential and on-call premium rate compensation). Currently, the Federal minimum wage is \$5.15 per hour. This rate applies to all state employees including temporary and part-time employees paid by the state, regardless of the personnel system used. Agencies are required to designate overtime eligibility for all of their employees, maintain records, and enter such designation into payroll/personnel systems.

HAZARDOUS DUTY PREMIUM

The hourly rate for hazardous duty pay is \$1.00. Hazardous duty pay is a non-base building pay premium added to employees' salaries who may be working in occupations where exposure to physical hazards is not a customary part or expectation of the occupation and its preparation for entry. Refer to Director's Administrative Procedure (P-3-50) for additional information.

SENIOR EXECUTIVE SERVICE (SES) PAY

A limited number of positions in the Management class (H6G8XX) may be placed in the SES pay plan that permits salaries to exceed the maximum of grade H99 by up to 25%, or \$10,446 per month.

SEPARATION INCENTIVE

The state's voluntary separation incentives are used only in bona fide layoff situations or to avoid such situations. If used, the maximum amount is one week of salary for each full year of uninterrupted state service, up to a maximum of 13 weeks and not to exceed 25% of annual salary. Refer to the "Executive Branch Policy Concerning Separation Agreements" of March 10, 2003, for additional information.